

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4350-1
SUBJECT: JURY DUTY AND LEGAL LEAVE	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 01/19/88; 09/19/02; 03/01/12 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish the procedure for employee service on jury duty or when subpoenaed to appear in court as a result of being a witness to or a victim of a crime.

II. PERSONNEL AFFECTED:

All personnel.

III. PROCEDURE:

- A. Upon receiving notice to serve on jury duty or being subpoenaed to appear in court as a result of being a witness to or a victim of a crime, the employee will immediately notify the immediate supervisor, who will in turn notify Human Resources, giving the name of the employee and the time requested to serve as a juror or witness.
- B. Employees who request to be released from their assignment to serve on jury duty, or who have been subpoenaed to appear in court as a result of being a witness to or a victim of a crime, will receive full salary during the period of such service.